This guide will address common tasks for getting started with your classroom's Smart Board:
1. Turning on the Smart Board.
2. Using the Smart Board's Ink Layer.
3. The Smart Board buttons.

Detailed Instructions

1   **Turning on the Smart Board.**

You can verify that your computer is connected to the Smart Board by looking for the blue disk icon at the bottom right-hand corner of your screen. You may immediately begin using the Smart Board by touching the board to use your finger as the mouse. If you see a red X on top of the blue disk icon, then the Smart Board is not connecting to your computer and you should contact the **Helpdesk** immediately at **817-531-4428**.

2   **Using the Smart Board's Ink Layer.**

*   To activate the **Ink Layer** pick up a pen and start writing on the Smart Board.
*   If you have a large area to erase on Smart Board, draw a big circle around the area with the eraser, then tap in the center of the circle.
*   Press the **camera icon** in the upper right hand corner of the **Ink Layer** to save the current Ink Layer to a new notebook (Fig. 1).

Fig. 1

*   Press the **red X** to close the **Ink Layer** and return to mouse control.
*   To view your saved **Ink Layers**, find the minimized **Notebook** program on your taskbar

and click it to restore the program and save the slides.
*   To save the slides in PowerPoint format go to the **File** menu, select **Export ▶ PowerPoint**, type a name for the file and click **Save**.
*   While using PowerPoint, you can double-tap the screen with your finger to move to the next slide.

3   **The Smart Board buttons.**

Fig. 2

1. The **keyboard** button: a keyboard pops up on the screen.
2. The **mouse** button: the next touch on the Smart Board will register as a right mouse click.
3. The **help** button: a dialog box appears with links to align the Smart Board, help and technical resources from Smart Technologies

If the smart board does not register your finger or markers correctly try aligning the screen again:
1. Click the **Help** button on the Smart Board and choose **Align/ORIENT the Smart Board.**
2. Touch the middle of the 9 targets as each appears on the screen (Fig. 3).

Fig. 3

Helpdesk: 817-531-4428